

Administrative
Services
Letter

09-09
Use of State Vehicles for Commuting
Tax Withholding and Reporting
Requirements



Signed by	/s/ Marie Stephens, Chief Administrative Services Division	Number	09-09
Distribution	All Employees	Date Issued	August 20, 2009
Subject	Use of State Vehicles for Commuting Tax Withholding and Reporting Requirements	Expires	When Canceled
Guide Section	Fleet Management	Reference	Cancels ASL 09-03

The Federal Internal Revenue Service (IRS) and the State Franchise Tax Board (FTB) have issued regulations which require State agencies to report employee use of State-owned and leased vehicles for personal use. Personal use includes, but is not limited to, miscellaneous non business trips, and daily work commutes. If an employee routinely works at consistent multiple sites, the commute to each of those sites and back home again is also a personal commute. **The value of the use of a State-owned or leased vehicles for personal use is reportable as taxable income.**

State employees must report the taxable amount on a monthly basis. It is the employee's responsibility to submit the required [ASD/HRB-137](#) to their supervisor by the last business day of the reporting month. The supervisor ensures the form is accurate and forwards it to the [Personnel Specialist](#) by the third business day of the subsequent month. For assistance in completing the [ASD/HRB-137](#), contact your assigned [Personnel Specialist](#). The information provided will be forwarded to the State Controller's Office. **If you are unsure of your tax withholding and reporting liability, please contact your personal tax advisor, or visit www.irs.gov.**

For detailed information please review the [Reporting Requirements for Personal Use of State Vehicles Guide](#). If you have any questions regarding this policy contact the [ARB Fleet Coordinator](#).